

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: NEGE11284615

Opening Date: August 24, 2011

Closing Date: September 2, 2011

Position: Equal Employment Specialist, GS-0260-09/11 FPL: 11

Salary: \$51,630 - \$81,204 Annual

Place of Work: U.S. Army Corps of Engineers, Baltimore District, Equal Employment Opportunity Office

Duty Station: Baltimore, Maryland

Position Status: This is a Permanent position. -- Full Time

Number of Vacancy: 1

Duties: You will serve as an Equal Employment Opportunity (EEO) Specialist at the U.S. Army Corps of Engineers, Baltimore District. You will participate in the administration of the affirmative action program, analysis of formal discrimination complaints, and EEO counseling for aggrieved employees. Plan and direct special emphasis programs to insure they are effective in promoting equal employment opportunity. Analyze formal complaints of discrimination by reviewing reports and recommendations on cases resulting from investigation conducted by DoD, Office of Complaints Investigation, etc. Serve as an EEO Counselor for the purpose of handling sensitive complaints and assist in resolving complaints to eliminate the source of problem. Conduct on-site visits, discussions with supervisors and employees, and review statistical data. Provide employee/supervisor training in equal opportunity, complaint processing, and the development/implementation of affirmative employment procedures.

About the Position: Baltimore District is located in the City Crescent Building in downtown Baltimore and is adjacent to the Baltimore's Inner Harbor, and within walking distance to famous Lexington Market. The Baltimore area is home to several Universities and Colleges (e.g., Johns Hopkins, University of Baltimore, Towson, Loyola); world-class medical facilities; and cultural attractions such as the Hippodrome Theater, Lyric Opera House, National Aquarium; and the Reginald F. Lewis Museum of Maryland African American.

Who May Apply:

- Current Army employees with competitive status (includes Army employees serving on a career or career-conditional appointment).

Qualifications: Click on link below to view qualification standard.

General Schedule - Click on link below to view qualification standard.

<https://vabselfnom.cpol.army.mil/forward/VAB?id=qualifications&selection1=occGroup3>

Qualified candidates for this position must show in their resume that they have training or experience in the following areas: GS-09 APPLICANTS must have one year of specialized experience equivalent to the GS-07 level OR sufficient education substitution.

SPECIALIZED EXPERIENCE equivalent to GS-07 level: (1) Knowledge of the concepts, principles, laws, and methodology applicable to the Federal Equal Employment Opportunity Program, (2) Skill in conventional fact-finding, analysis, and problem-solving methods to analyze facts, identify problems, report findings, and draw conclusions, and (3) Knowledge of common management policies and procedures including personnel principles and practices. GS-11 APPLICANTS must have one year of specialized experience equivalent to the GS-09 level OR sufficient education substitution.

SPECIALIZED EXPERIENCE equivalent to GS-09 level: (1) Knowledge of, and experience in special equal employment opportunity problems to develop recommendations for eliminating barriers to equal employment, (2) Experience in the Federal personnel management system including appeals and grievances, labor relations, pay and position classification, and recruitment and selection, (3) Knowledge of the law/regulations and procedures/policies governing Federal equal employment opportunity including relevant court and administrative decisions. To view the OPM Qualification Standard for this position, please visit <http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp>.

GS-09: One year of experience directly related to the occupation equivalent to at least the next lower grade level; or Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related; or equivalent combinations of experience and education.

GS-11: One year of experience directly related to the occupation equivalent to at least the next lower grade level; or Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related; or equivalent combinations of experience and education.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Education can be substituted for experience. Review the qualification requirements for specific information.

One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

Must have 52 weeks of Federal service at the next lower grade (or equivalent).

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

Demonstrated work experience that equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled.

The related work experience must have been equivalent in difficulty and complexity to the next lower grade level.

On your resume, please include college/ university, dates attended, degree achieved, semester hours earned, GPA, major field of study, 24 semester hours of specific courses and course hours in your major. Failure to provide this education information on your resume may result in an ineligible rating.

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume.

Other Information:

- To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.
- Management may select at any of the grade levels announced.
- Noncompetitive promotion potential to target grade.
- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- The Department of Defense (DoD) policy on employment of annuitants will be used in determining eligibility of annuitants. The DoD policy is available on

<http://www.cpms.osd.mil/ASSETS/E8AB932EA1E44617BAC7222922E42A62/DoDI140025-V300.pdf>.

- This is a Career Program Position (CP). # 28
- Salary includes applicable locality pay or Local Market Supplement.
- In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or redetermined annuity for the reemployment period. Discontinued service retirement annuitants (i.e., retired under section 8336(d)(1) or 8414(b)(1)(A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1400.25, Volume 300, at <http://www.dtic.mil/whs/directives>.)
- Although the point-preference system is not used, applicants eligible to claim a 10-point preference must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and supporting documentation required for the specific type of preference claimed. (SF-15, which lists the types of 10-point preference and the required supporting documents, is available from the Office of Personnel Management Website at www.opm.gov.)
- Temporary Duty (TDY) travel is 25 percent.
- Army provides employment and commuter flexibilities.
- Permanent Change of Station (PCS) allowances may be authorized, subject to the provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government interest.

Other Requirements:

- Personnel security investigation required.
- The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing civilian personnel unit. Requests for reasonable accommodation are made on a case-by-case basis.
- Must possess and maintain a valid stateside driver's license.
- You will be required to provide proof of U.S. Citizenship.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.
- Applicants claiming veteran's preference must clearly show an entitlement to such preference on the resume/supplemental data submitted.
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.
- One year trial/probationary period may be required.

HOW TO APPLY:

<<https://vabselfnom.cpol.army.mil/forward/VAB?id=applyInstruction&selDoc=Resumix>> (Click on **How to Apply**)

Resumes must be received by the closing date of this announcement.

Self-nomination must be submitted by the closing date. Applicants wishing to withdraw from consideration may contact the Central Resume Processing Center at (410) 306- 0137 or applicanthelp@conus.army.mil.

Resume must be on file in our centralized database.

Announcements close at 12:00 am (midnight) Eastern Time.

If your resume is currently in our central database, you may click here to Self Nominate by going to the CPOL/CPOC Vacancy Announcement Board <https://cpolwapp.belvior.army.mil/public/vabSelfNom/index.jsp>, scroll down to the bottom of the page and key (or cut and paste) the announcement number into the Search - Announcement field, select the announcement and go to the bottom and click on SELF NOMINATE. The form will appear that you need to complete to submit your self nomination.

Point of Contact

Central Resume Processing Center, 410-306-0137, applicanthelp@conus.army.mil

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES